

Police Corporal



Job Code: 5236
Grade: 223
Reports to: Police Sergeant
Salary Range: \$57,881 - \$89,962
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult protective service work involving a variety of advanced investigative and technical level law enforcement activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is designated as a lead worker, serving as an assistant to supervisors and managers. Work is performed under the regular supervision of a Police Sergeant. Supervision is exercised over Police Officers. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard.

ESSENTIAL FUNCTIONS

Enforcing laws; investigating crimes; controlling traffic; collecting evidence; serving as field training officer; preparing reports; issuing warrants and summons.

EXAMPLES OF WORK

- Acts as lead worker on an assigned shift, operates a patrol vehicle, bicycle, or walks to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- Responds to radio dispatches and answers calls and complaints; issues traffic citations; serves warrants, summons.
- Controls individual and group actions through verbal direction and/or the employment of necessary physical force.
- Makes arrests and testifies in court; may direct activities at crime scenes and traffic accidents.
- Provides police escorts, directs traffic; performs residential and commercial checks.
- Investigates traffic accidents.
- Interviews victims and witnesses to obtain additional necessary information regarding crime, accident, violation, etc.; helps investigate crimes; helps collect evidence; conducts searches.
- Fills out arrest records, prepares reports and records.
- Participates in a variety of in-service and special training programs.
- Serves as field training officer.
- Serves as shift supervisor in the absence of shift sergeant.
- Responds to and investigates domestic disputes; assists other law enforcement agencies when requested or assigned.
- Transports and cares for prisoners as assigned.
- May be assigned to investigation, crime prevention, selective enforcement, vehicle maintenance, DARE, juvenile or other technical or special support operations.
- May conduct background investigations as assigned.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the laws, rules, and regulations relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification, and communications; thorough knowledge of the geography of the City; demonstrated ability to lead and direct the activities of public safety personnel; ability to maintain cooperative relationships with other City officials and with the general public; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with an Associate's Degree preferred; completion of Police Academy through the Maryland Police Training Commission or equivalent agency; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, to receive detailed information through oral communications, and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.
- The worker may be required to wear specialized personal protective equipment.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

SPECIAL REQUIREMENTS

- Must have a minimum of two (2) years of satisfactory performance as a City of Gaithersburg Police Officer III, successfully complete the competitive testing process, and meet or exceed any other requirements for promotion as established by the Department.
- Possession of an appropriate driver's license valid in the State of Maryland.
- Possession of Police Officer certification issued by the State of Maryland Police Training Commission.
- Must meet and maintain minimum qualifications for position as established by the City and/or the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
